



Department of Corporations

JOB OPPORTUNITY



Release Date: July 18, 2000

**THE DEPARTMENT OF CORPORATIONS
IS RECRUITING HIGHLY MOTIVATED ASSOCIATE/SSA LEVEL STAFF WHO ARE INTERESTED IN A
BUDGETING CAREER**

CLASSIFICATION: **ASSOCIATE BUDGET ANALYST (1)**
 STAFF SERVICES ANALYST (1)
 Both Positions, Permanent-Full Time, Sacramento

FINAL FILING DATE: August 8, 2000

SALARY: \$3764 - \$4576 per month for the ABA
 \$2411 - \$3805 per month for the SSA

POSITION LOCATIONS: Administration Division, Financial Management Office
 980 9th Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the guidance of the Budget Officer (SSM I), the incumbent assists the Budget Officer in routine and technical budget work for a portion of the department's programs. This includes preparing portions of the department's budget including the various budget schedules and galley; providing fiscal analysis of legislation affecting the department; providing advice and consultation in management and programs in preparing for budget requests and the financial condition of programs; and, other duties as required.

DESIRABLE QUALIFICATIONS

- ♦ Ability to analyze and resolve budget issues; develop various types of budget documents; establish and maintain cooperative relationships with others contacted in the course of work; apply the principles of completed staff work in your everyday routine.
- ♦ Possess effective verbal and written communication skills.

WHO MAY APPLY – State employees who are currently at the Associate Budget Analyst or SSA level, those within transfer range or individuals with list eligibility AND HAVE A BUDGET BACKGROUND are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Crystal Goto at (916) 322-4996 or CALNET 8-492-4996. **A COMPLETED APPLICATION/RESUME, including social security number, MUST BE SENT TO THE PERSON AND ADDRESS PROVIDED BELOW.**

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Attention: Linda Bender (#99-110,001)
980 9th Street, Suite 500
Sacramento, CA 95814
(916) 445-6351 or CALNET 8-485-6351

**California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929**

RPA #99-110,00-001 JB

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.